

ROAD OPENING PERMIT GUIDE

This Guide has been created to explain the needs for conditions to be placed on road opening works occurring on council road/footpath reserves in the Orange City Council Local Government Area.

WHAT IS A ROAD OPENING PERMIT?

A Road Opening Permit (ROP), in accordance with Section 138 of the Roads Act 1993, is used to apply for a permit to carry out any intrusive digging in the public road or footpath reserve. The type of works covered by this application are: Installation, maintenance, repairs/replacement or upgrading of utilities (water, gas, electricity or telecommunications). Any type of stormwater or sewer connection works and repairs.

Construction of any temporary/permanent driveway access to a property for residential or construction vehicle access.
Replacement of redundant driveways with new footpaths.
Upgrading the road, kerb & gutter associated with a development site approved by the Orange City Council

WHO CAN APPLY?

Anyone who needs to carry out the works can apply for a Road Opening Permit, including home owners or trades people.

If the permit is approved, only fully qualified and licenced trades people can carry out the works. All qualification and licence details must be included in the application.

All financial transactions associated with this approval will be conducted between Orange City Council and the 'Billable Party' listed on the application and the Permit.

THINGS TO KNOW BEFORE APPLYING FOR A PERMIT

- Applications must be submitted a minimum of two weeks (excluding weekends & public holidays) prior to the commencement of any works.
- A single application can be used for multiple frontages of the same site.
- All works being carried out under this approval must be carried out by qualified and licenced trade's people whose registration / accreditation details are essential and must be provided at the time of submitting your application.
- All approvals issued by Orange City Council are subject to the standard conditions for road opening works. These conditions can be found on page 5 of this guide.
- In addition to the standard conditions mentioned above, site specific conditions based on location and type of works required will be included. These may include but not be limited to:
 - Approved work days and hours of work
 - Traffic & pedestrian controls required for the works.
 - The type and number of vehicles allowed at site.

BILLABLE PARTY

An individual or company who will pay all fees and charges and whose name will appear on the receipt issued by Orange City Council. The Billable Party will also be the only person / party to receive restoration invoices and/or refunds associated with the works.

AGENT / LICENCED CONTRACTOR

An individual or company engaged to carry out and complete the works - i.e. plumber, electrician etc. This person / party will not receive invoices or refunds associated with the works.

THE APPLICATION AND APPROVAL PROCESS

Read and complete the Road Opening Permit Application. Ensure all accompanying documentation is completed and attached to your application otherwise your application may be delayed.

Please submit your application via email to council@orange.nsw.gov.au or in person. Please note credit card payment details are not accepted via email for privacy reasons. Your application will take a minimum two business days to assess and be issued.

You must be in possession of your Road Opening Permit before any road opening works can begin.

Once your works are completed:

Temporary restoration - once works are completed the party / parties carrying out the works must temporarily restore the area so the work site is safe and trafficable for pedestrians and vehicles. Temporary restoration specifications can be found in the notes at the back of this guide.

Notification to the Asset Inspector - contact the Asset Inspector (details on the permit) when you're about to start your works. At the completion of your works the Asset Inspector will arrange a site visit to measure the site for permanent restoration.

Permanent restoration of the site - All permanent restoration works will be carried out by the Orange City Council. A Private Works Order will be raised for the cost of restoration works.

Permanent restoration requested to be completed by Applicant - if you are proposing to do your own permanent restoration once your permitted works have been completed, you must seek approval from the Orange City Councils Manager Engineering Services prior to any permanent works being commenced.

FEES

All charges are in accordance with the Orange City Council's Schedule of Fees & Charges for the current financial year. These can be found on Council's website <http://www.orange.nsw.gov.au/wp-content/uploads/2018/10/Fees-and-charges-20182019.pdf>

All charges for the permanent reinstatement of the work site are the responsibility of the Billable Party listed on the Road Opening Permit Application and whose name is listed on the receipt for payment of this application.

DOCUMENTATION

The following additional documentation is required to ensure this application is able to be processed:

Where required, a full traffic/pedestrian control plan, in accordance with AS1742.3 & the RMS manual for traffic control at worksites drawn by an accredited person.

Dial before you Dig location documents from Telstra, NBN and Essential Energy.

A copy of the applicant's current public liability insurance certificate - \$10 million to \$20 million - must be attached to this application.

STANDARD CONDITIONS OF APPROVAL FOR ROAD OPENING WORKS

Approval documents

The person/company carrying out works associated with this permit must have all approval documents and conditions from the respective consent authorities on site at all times during the works.

TRAFFIC CONTROL & PEDESTRIAN MANAGEMENT PLANS

All traffic, pedestrian management and control plans must be in accordance with AS1742.3 and the RMS manual for traffic control at work sites. All plans must be approved by Orange City Council and cannot be modified without prior written consent from Orange City Council. Approved plans must be on site during all works. All traffic controllers involved in the works must have current RMS accreditation and must comply with all requirements of 'Section 8 - Traffic controllers and speed zones' of the RMS manual.

INDEMNITY FOR ORANGE CITY COUNCIL

The holder of this approval shall indemnify and keep indemnified Orange City Council against all claims, demand, suits, actions damages & costs incurred by or charges made against Orange City Council in respect to death or injury to any person or damage in any way arising from this approval.

PUBLIC LIABILITY INSURANCE

The applicant must provide a certificate of currency for a Public Liability policy \$10 million - \$20 million.

Identifying service utilities & notifying interested parties
The permit holder occupies the area identified at its own and sole risk and acknowledges that it is responsible for identifying any service utilities in the area of the opening and any damage caused to these services. If adjacent properties or businesses will be affected, and the work is not an emergency repair, then the adjacent property owners or businesses must be given 5 working days written notification before work starts, giving details of: Scope of works, commencement date and time, duration of works, what alternative access provisions will be available and a 24 hour contact name and phone number.

NOTIFICATION OF COMMENCEMENT & COMPLETION OF WORKS

Prior to commencement of their work, the permit holder is required to contact Orange City Council. When works are completed, the permit holder must temporarily restore the affected area and contact Council to arrange a site visit prior to any permanent restoration being carried out.

TEMPORARY RESTORATION

The permit holder is responsible for the temporary restoration of the road/footpath and these works must be carried out and maintained to the satisfaction of Orange City Council.

PERMANENT RESTORATION

The permit holder must not carry out any permanent restoration of the road/footpath reserve, without the prior approval of Orange City Council.

COSTS

The permit holder will pay all costs associated with temporary and permanent restoration of the road/footpath reserve (including any services located in the road) and / or any repairs caused by or resulting from the works. The restoration will be completed to the standard of Orange City Council specifications.

UNAUTHORISED PERMANENT RESTORATION

Any permanent restorations work done without formal written approval will be excavated and reconstructed by Orange City Council and all costs charged to the permit holder in accordance with Orange City Council Schedule of Fees and Charges.

PRE-EXISTING SURFACE TREATMENTS

All pre-existing surface treatments matching the surrounding finishes are to be reinstated in accordance with this permit.

MINIMUM AREA OF RESTORATION

The permit holder acknowledges that the minimum area for restoration is 1 square metre.

FOOTPATH

Works may extend beyond the actual opening (by 1 square metre / 1 lineal metre) to the nearest joint or other point reasonably necessary to reinstate the integrity of the footpath affected by the work.

ROAD

All restorations require 200mm overlap to all sides of all trenches.

WORKCOVER REQUIREMENTS & PROTECTION OF THE PUBLIC

During the performance of these works the permit holder is fully responsible for the site, including meeting all WorkCover Authority requirements and protecting the public from all hazards which may arise from the opening. Work must not be carried out at a time or in a manner that will cause undue inconvenience to the public or adjacent property owner and businesses.

The work must be completed as soon as possible within the hours listed in the special conditions.

The gutter / drainage system must not be obstructed in any way.

Work must not interfere with or damage any public utility services.

Excavated stone or pavers may be stored at Orange City Council's works depot provided 24 hours' notice is given to Council's Storeman on phone number (02) 6393 8054. Material will only be accepted if it is clean, in appropriate condition for re-use, is labelled and stored on pallets. No material other than that to be used on the day of work is to be stored on site.

The public way is to be left in a clean and tidy state with no obstruction to pedestrian or vehicle traffic on completion of work each day. During non-work periods (day or night) any openings must be covered by adequately secured, skid resistive high strength steel plates to comply with the relevant Australian Standards.

All new services are to be laid to at least the minimum depth required by the relevant Australian Standard or responsible Public Authority.

The permit holder will promptly comply with any directions given by Council or the NSW Police.

All spoil, waste material & plant equipment to be removed from the road upon completion of works each day.

DAMAGE TO THE PUBLIC WAY

The permit holder undertakes to reimburse Orange City for the cost of repair of any damage caused to the public way as a result of the activities associated with this approval.

STORMWATER GULLY PROTECTION

Stormwater gully protection is to be in place at all times. The public way is to be maintained in a clean and tidy state at all times

BREACH OF CONDITIONS

This approval may be withdrawn or modified without notice for safety issues or breaches of conditions.

TEMPORARY RESTORATION SPECIFICATIONS & REQUIREMENTS

At the completion of the works the party undertaking the works associated with the road opening permit is required to complete a temporary restoration to the works area, in accordance with the following specifications to ensure the area is in a trafficable state for pedestrians and/or vehicles. The edges of all asphalt, paved or concrete surface layers and all base layers are to be prepared with a straight clean square edge prior to temporary restoration.

The backfill material is to be placed in layers not exceeding 200mm deep with each layer being compacted to ensure the temporary pavement base is uniformly compacted 15mm below the finished surface level in a footway, and 300mm below finished surface level in a roadway or shared zone. Any unbound pavement material is to be laid and be uniformly compacted to provide a temporary pavement base 30mm below the finished surface level in a footway and 300mm below finished surface level in a roadway or shared zone. The unbound pavement material must have a minimum thickness of 85mm in a footway and 250mm in a roadway. Any asphalt surface is to be laid and uniformly compacted to match the finished surface levels of the surrounding pavement surface and is to be free of any irregularities that could lead to pedestrian or traffic hazards.

The party undertaking the works is to maintain restorations to a safe standard until permanent restoration of the openings is completed.

Grasses or unpaved footpath areas are to be backfilled and compacted with pre-existing excavated materials. The surface finish should be uniform and topped with a minimum of 20mm of topsoil.

LAND ACCESS ACTIVITY NOTICE (LAAN)

Utilities that have obtained Councils conditional consent to a land activity.

If you have any questions or concerns, please phone Council's Road Opening Officer on 6393 8000.